



Lake Oswego Rotary Club Request for Expense Reimbursement

Please check one:

- Rotary Club of Lake Oswego
- Lake Oswego Rotary Foundation
- Lobster Feed

Date of request: ___/___/___

Requested by: _____

Check Payable to: _____

Amount: _____

Mailing Address: _____

Phone Number: (____) _____ - _____

Check one: to be mailed or pick up at meeting

Brief explanation of expense: _____

Please attach all receipts, invoices, contracts, etc.

Requestor Signature: _____

This form, when signed and approved by the Treasurer, acknowledges and can be used to acknowledge payment in kind or donation to the LO Rotary Club/Foundation.

Approved by: _____

For questions, contact Mirjam Metcalf – Treasurer, mirjam@mokumtax.com or 503.730.1592.
E-mail form to above e-mail address or mail to:

Rotary Club of Lake Oswego
Box 94
Lake Oswego, OR 97034